

TRANSLATIONS

SEATTLE TRANS FILM FESTIVAL

MAY 4-7, 2023

PROGRAMMING AND ADMIN INTERN 2023 POSITION DESCRIPTION

OVERVIEW & IMPACT

The programming and administrative intern position provides learning and professional development opportunities for someone entering the film festival industry. This internship works with the Lead Programmer and Programs and Operations Manager in the implementation of the overall festival plan for Translations: Seattle Trans Film Festival.

The intern focuses specifically on programming including being part of the screening committee, coordination with filmmakers/distributors, keeping track of submissions, print traffic, and film guide copy-writing and editing. Additional responsibilities include working as a liaison between the Programming team and other festival departments providing information/materials and assisting with the jury. Other potential work includes office administration and other tasks including community outreach. This position provides hands-on experience, access to the inner workings of film festival programming and production, and mentorship by seasoned film festival professionals.

INTERNSHIP DATES

February 2023 to May 10, 2023

REPORTING RELATIONSHIP

Reports to the Lead Programmer and Programs and Operations Manager

DUTIES AND RESPONSIBILITIES

- Attend screening committee meetings, watch submissions, and write program blurbs
- Filmmaker and guest communications
- Print traffic quality-checking
- Collection of film stills for program guide and website
- Assist staff with marketing info about films and filmmakers
- Community outreach
- Administrative tasks as needed

SKILLS AND EXPERIENCE

- Familiarity with queer and trans communities
- Love of LGBTQ+ film
- Working knowledge of the film industry and film festival community
- Great organizational skills and follow-through in managing detailed projects
- Ability to use Mac computers, Google Suite, Microsoft Office
- Excellent written and verbal communication skills
- Experience using social media in a marketing context
- Ability to have clear, courteous communication via email, phone, and in person
- Flexible and accessible with regard to working in all areas of the organization
- Committed to working with people of varying socioeconomic backgrounds, sexual orientations,

gender orientations, and racial diversity

BENEFITS

- Honorarium \$250/month for 3 months (\$750 total)
- One (1) Festival pass for Translations 2023 & 2024
- Written and verbal reference
- Flexible virtual internship structure: opportunity for flexible hours, and/or a tailored plan within the guidelines to meet requirements of your academic program (Class credit fulfillment)
- Opportunity to work behind the scenes and experience the largest LGBTQ+ film festival in the region

TO APPLY

Email your resumé with a letter of interest to interns@threedollarbillcinema.org. Please indicate Programming/Admin Intern in the subject line. Position is open until filled.

ABOUT THREE DOLLAR BILL CINEMA

Three Dollar Bill Cinema strengthens, connects, and reflects diverse communities through queer film and media. We provide access to films by, for, and about LGBTQ+ people and their families and a forum for LGBTQ+ filmmakers to share and discuss their work with audiences.

ABOUT TRANSLATIONS: SEATTLE TRANS FILM FESTIVAL

Three Dollar Bill Cinema presents this groundbreaking film festival to provide the Pacific Northwest with a venue for films by, for, and about transgender people, encouraging visibility and positive representations of transgender issues. Launched in 2006, Translations is one of only a few transgender film festivals in the world.

Three Dollar Bill Cinema is an equal opportunity employer. We seek to hire candidates that reflect the cultural diversity of our community. We welcome and encourage qualified candidates from all national, religious, racial and ethnic backgrounds, from all gender and sexual identities, and persons living with disabilities, to apply to come part of our organization.